

TOPIC 4: ENTERING APPLICANT ATTRIBUTE INFORMATION

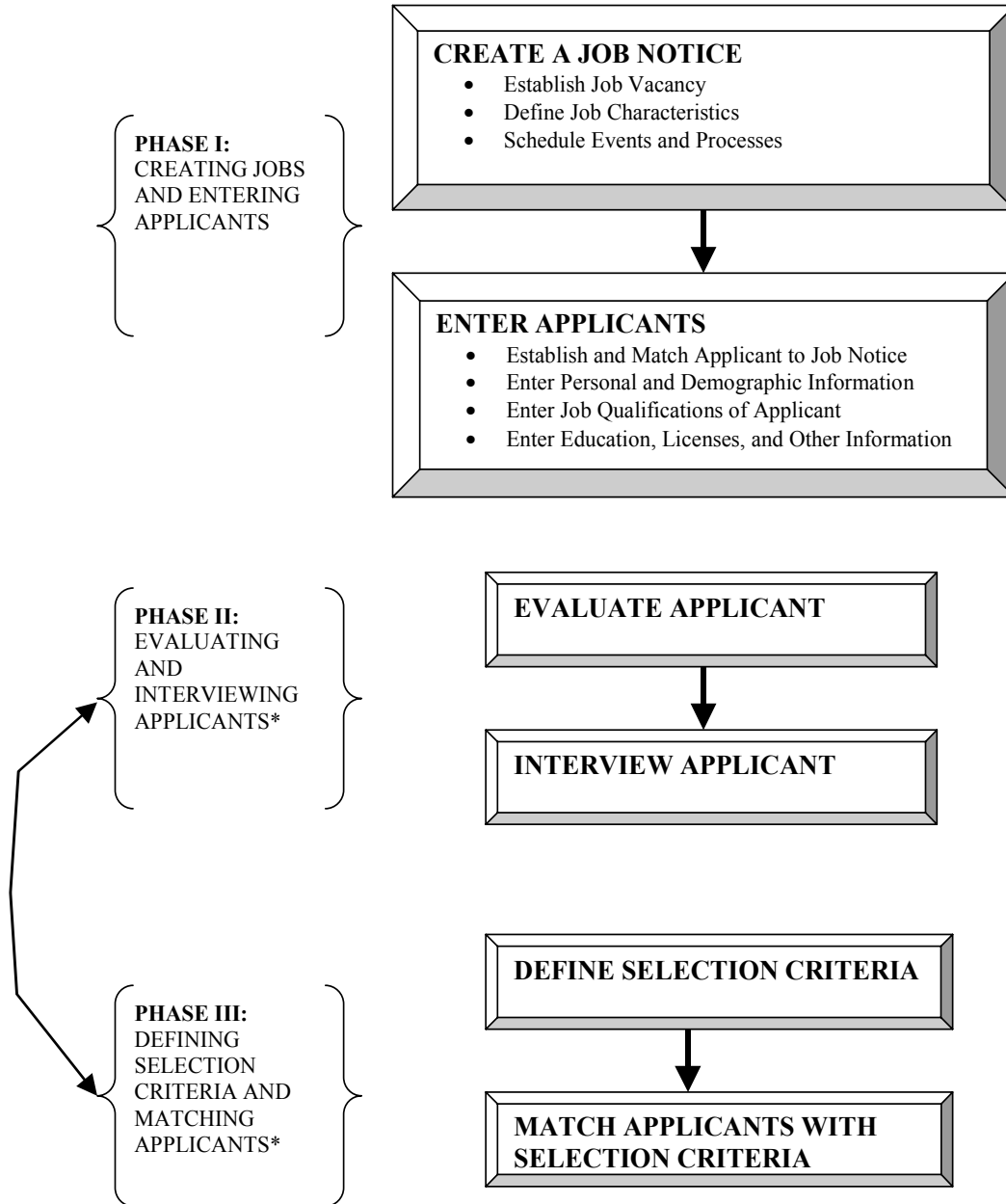
The purpose of this topic is to present the procedures for entering and maintaining applicant information in the SAM II HR/Payroll System. This application information includes address, personal information, reference, education history, licenses and certifications, skills profile, training profile, and prior work history.

At the end of this topic, you will be able to:

- Record the information needed in order to maintain an applicant
- Complete the following transactions: Applicant Address Maintenance (AADD), Applicant Attribute Maintenance (AATT), Applicant Reference (AREF), Applicant Education History (AEDH), Applicant Licenses and Certifications (ALCN), Applicant Skills Profile (ASKL), Applicant Training Profile (ATRP), Applicant Prior Work History (AWRK), Applicant Scheduled Activities (APSA), Applicant User Defined Screen (AUS1), Applicant ID Change (AIDC), and Applicant Name Change (ANCH)



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



ENTERING APPLICANT ATTRIBUTE INFORMATION

The Job Application (JOBA) transaction is the only system-required applicant transaction. Additional optional transactions are available that provide the opportunity to collect information on various applicant attributes. These transactions are:

- Applicant Address Maintenance (AADD)
- Applicant Attribute Maintenance (AATT)
- Applicant Reference (AREF)
- Applicant Education History (AEDH)
- Applicant Licenses and Certifications (ALCN)
- Applicant Skills Profile (ASKL)
- Applicant Training Profile (ATRP)
- Applicant Prior Work History (AWRK)
- Applicant Scheduled Activities (APSA)
- Applicant User Defined Screen (AUS1)
- Applicant ID Change (AIDC)
- Applicant Name Change (ANCH)

The combination of recorded on these transactions is essentially an on-line version of a standard employment application form plus associated activities scheduled for the applicant.

Information that is entered for the applicant can be “brought forward” from the Applicant Tracking subsystem to the employee database if an applicant is hired.

There are times when maintenance for applicant information may be required. An example of this situation is when an applicant moves and submits a new address. All applicant data maintenance is personal information that is directly linked to the applicant.



APPLICANT ADDRESS MAINTENANCE (AADD)

Applicant Address Maintenance

Name:

Applicant ID:

Effective Date: Expiration Date:

Private Home: ☒ Yes ☐ No ☐ Not Applicable ☒ Mailing Address Same as Home Address

Residency: ☐

Home Address

City: State:
Zip: - Country:
Phone: () - Ext:

Mailing Address

City: State:
Zip: - Country:



NOTES



SCENARIO

An applicant returned the completed application for the Construction Technician position by the published deadline and a JOBA has been created. Additional transactions are available to record other employee information. These transactions are optional but do provide additional information for applicant review and reporting purposes. The use of these transactions will be dictated by Agency policy.

APPLICANT ADDRESS MAINTENANCE (AADD) TRANSACTION

The Applicant Tracking module stores home and mailing address information for applicants on the Applicant Address Maintenance (AADD) transaction. Due to the effective-dated feature, the AADD maintains a history of the individual's various addresses. Initial address information is usually captured during the application process. Completion of this window is defined by agency policy. It is not required by the SAM II HR/Payroll System.

Step 1 To open the AADD from the SAM II Desktop Navigator window, click the GO TO icon. Type AADD in the Code field. Click on the OPEN button.

Step 2 Complete the following field to access the applicant.

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

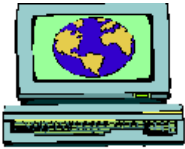
Select **Display: Browse Data**.

Step 3 Populate the fields on the AADD.

NAME – Inferred. Displays the applicant's full name

EFFECTIVE DATE – Required. Enter the date the new home and/or mailing address is effective. Type **TODAY'S DATE**

EXPIRATION DATE – Display Only. Displays the last day the applicant's address information is valid.



APPLICANT ADDRESS MAINTENANCE (AADD)

Applicant Address Maintenance

Name:

Applicant ID:

Effective Date: Expiration Date:

Private Home: ☒ Yes ☐ No ☐ Not Applicable ☒ Mailing Address Same as Home Address

Residency: ☐

Home Address

City: State:

Zip: Country:

Phone: () - Ext:

Mailing Address

City: State:

Zip: Country:



NOTES



APPLICANT ADDRESS MAINTENANCE (AADD)

Step 3 Continue to populate the fields on the AADD.

PRIVATE HOME - Optional. Select Yes to indicate that the applicant's home address is a private home. Select No to indicate that the applicant's home address is not a private home. Select Not Applicable if the information does not apply or is unknown. The default is Not Applicable.

MAILING ADDRESS SAME AS HOME ADDRESS – Optional. Check this box to indicate the mailing address is the same as the home address. Clear if the mailing address is not the same as the home address. The default is clear. **CHECK THE BOX**

RESIDENCY – Optional. Enter the code to indicate the nature of the applicant's residency requirement waiver. Valid values are located on the Residency (RESID) window.

Home Address

HOME ADDRESS - Required. Enter the new home address (street number, street, and apartment number, if applicable). Use the second line to continue the address if space runs out. Type **2400 EAST McCARTY**

CITY - Required. Enter the name of the city. Type **JEFFERSON CITY**

STATE - Required. Enter the state code of the home address. See the State (ST) window for valid values. Type **MO**

ZIP - Required. Enter the zip code. Only the first five digits are required. Type **65101**

COUNTRY – Optional. Enter the country code of the address. See the Country (CTRY) window for valid values. The default is USA.

PHONE - Optional. Enter the telephone number (area code and number).

EXT - Optional. Enter the extension of the telephone number, if applicable.



APPLICANT ADDRESS MAINTENANCE (AADD)

Applicant Address Maintenance			
Name	DREW, CHARLES		
Applicant ID	R03 - 03 - 10001		
Effective Date	05 / 01 / 00	Expiration Date	/ /
Private Home	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input checked="" type="checkbox"/> Mailing Address Same as Home Address	
Residency	<input type="checkbox"/>		
Home Address		Mailing Address	
<input type="text" value="2400 EAST MCCARTY"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
City	<input type="text" value="JEFFERSON CITY"/>	State	<input type="text" value="MO"/>
Zip	<input type="text" value="65101 -"/>	Country	<input type="text"/>
Phone	<input type="text" value="() -"/>	Ext	<input type="text"/>
		City	<input type="text"/>
		State	<input type="text"/>
		Zip	<input type="text" value="-"/>
		Country	<input type="text"/>



NOTES



APPLICANT ADDRESS MAINTENANCE (AADD)

Step 3 Continue to populate the fields on the AADD.

Mailing Address

MAILING ADDRESS - Conditional. Required if mailing address is different than home address. Enter the mailing address (street number, street, and apartment number, if applicable). Use the second line to continue the address if you have run out of space.

CITY - Conditional. Required if mailing address is different than home address. Enter the name of the city.

STATE - Conditional. Required if the mailing address is different than the home address. Enter the state code. Valid values are located on the State (ST) window.

ZIP - Conditional. Required if mailing address is different than home address. Enter the zip code.

COUNTRY – Optional. Enter the country code of the address. See the Country (CTRY) window for valid values. The default is USA.

After you update this information, an address record will be stored for the applicant. Again, if this applicant is hired, this record will be inferred from the Applicant Tracking subsystem to the employee database.



APPROVING AN APPLICANT ADDRESS MAINTENANCE (AADD)

ADVANTAGE Desktop - 0A86

File Edit Display Process Window Help

Update F8
Update Suspense Shift+F8
Delete F9
Delete Suspense Shift+F9
Hold F11
Take Off Hold Shift+F11
Approve F12
Unapprove Shift+F12
Approve-Update Ctrl+F12
Approve-Delete Shift+Ctrl+F12
Undo Ctrl+Z

Applicant Address Maintenance

Name: DREW, CHARLES
Applicant ID: R03 - 03 - 10001
Effective Date: 05 / 01 / 00
Expiration Date: 99 / 99 / 99
Private Home: ☒ Yes ☐ No ☐ Not Applicable
☒ Mailing Address Same as Home Address
Residency: ☐

Home Address

2400 EAST MCCARTY
City: JEFFERSON CITY State: MO
Zip: 65101 - Country: USA
Phone: () - Ext:

Mailing Address

City: State: Zip: Country:

Job Notice ... Applicant A... Navigator

1 of 6: APPROVAL 1 APPLIED Message? Tran ID: 000501000210 9:30 AM 05/01/00



NOTES



APPROVING AN APPLICANT ADDRESS MAINTENANCE (AADD)

You have completed entering the field information for the AADD. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AADD requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AADD.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

Applicant Attribute Maintenance				
Name DREW, CHARLES		Applicant ID R03 - 03 - 10001		
Personal Information				
Social Security # <input type="text"/>				
Gender	Citizenship Status	Conviction	Disability <input type="text"/>	
<input checked="" type="radio"/> Male	<input checked="" type="radio"/> Natural Citizen	<input type="radio"/> Yes	<input type="text"/>	
<input type="radio"/> Female	<input type="radio"/> Naturalized Citizen	<input type="radio"/> No	Ethnicity <input type="text"/>	
	<input type="radio"/> Alien	<input checked="" type="radio"/> Not Applicable		
Education at Application				
<input type="checkbox"/> Verify Degree	Degree	<input type="text"/>	Graduation Year	<input type="text"/>
	Educational Major	<input type="text"/>	School	<input type="text"/>
Veteran Information				
Veteran Status	<input type="text"/>	Pref Credit Used Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Service Branch
Reserve Branch	<input type="text"/>	Retro Seniority Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Highest Rank
Discharge Type	<input type="text"/>	Discharge Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	
User Fields				
1.	<input type="text"/>	2.	<input type="text"/>	3.
	<input type="text"/>		<input type="text"/>	
4.	<input type="text"/>	5.	<input type="text"/>	
	<input type="text"/>		<input type="text"/>	



NOTES



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

Basic personal applicant information such as gender, ethnicity, and veteran status are collected on the Applicant Attribute Maintenance (AATT) transaction. Since this transaction is not effective-dated, any changes to this window will write over previous entries. No historical records will be created. Completion of this window is defined by agency policy - it is not required by the SAM II/HR Payroll System.

To continue our scenario, let's assume the applicant received a bachelor's degree in Construction Technology from the University of Kansas in 1999.

Step 1 To open the AATT from the SAM II Desktop Navigator window, use the Go To icon. Type AATT in the Code field. Click the OPEN button.

Step 2 Complete the following field to access the applicant.

NAME – Inferred. Displays the applicant's full name

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

Select **Display: Browse Data**.

PERSONAL INFORMATION

Step 3 Populate the fields on the Personal Information panel of the AATT.

SOCIAL SECURITY NUMBER – The State of Missouri is not using this field.

GENDER – Required. Select either Male or Female to indicate the gender of the applicant. Select the **APPROPRIATE GENDER**

CITIZENSHIP STATUS – Optional. Select a value to indicate the citizenship status of the applicant. Valid values are Natural Citizen, Naturalized Citizen and Alien. The default is Natural Citizen.

CONVICTION – Optional. Select Yes if the applicant has ever been convicted of a crime. Select No if the applicant has never been convicted of a crime. Select Not Applicable if no information was provided. The default is Not Applicable.

DISABILITY – Optional. Enter the code for the applicant's self-declared disability. Valid values are located on the Disability Type (DSBL) window.



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Applicant Attribute Maintenance

Name: Applicant ID:

Personal Information:

Social Security #:

Gender: ☐ Male ☒ Female

Citizenship Status: ☒ Natural Citizen ☐ Naturalized Citizen ☐ Alien

Conviction: ☐ Yes ☐ No ☒ Not Applicable

Disability: Ethnicity:

Education at Application:

☒ Verify Degree Degree: Graduation Year:

Educational Major: School:

Veteran Information:

Veteran Status: Pref Credit Used Date: Service Branch:

Reserve Branch: Retro Seniority Date: Highest Rank:

Discharge Type: Discharge Date:

User Fields:

1. 2. 3. 4. 5.

Navigator

END OF SCAN Messages Tran ID: 1:05 PM 05/31/00



NOTES



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

Step 3 Continue to populate the fields on the Personal Information panel of the AATT.

ETHNICITY - Required. Enter the applicant's ethnicity code. Valid values are located on the Ethnicity (ETHN) window. Type W

Education at Application

VERIFY DEGREE - Optional. Check this box if the degree has been verified. Clear if the degree has not been verified. The default is clear.
CHECK THIS BOX

DEGREE - Conditional. Required if “Verify Degree” is selected, otherwise, optional. Enter the degree code for the highest degree obtained at the time of application. Valid values are located on the Degree (DEGR) window. Type B

GRADUATION YEAR - Conditional. Required if “Verify Degree” is selected. Enter the year (ccyy) the degree was obtained. Type 1999

EDUCATIONAL MAJOR - Conditional. Required if “Verify Degree” is selected, otherwise, optional. Enter the code for the educational major. Valid values are located on the Formal Education Major (MAJR) window. Type CT

SCHOOL - Optional. Enter the code for the school attended. Valid values are located on the School (SCHL) window. Type KS

Veteran Information

VETERAN STATUS – Optional. Enter the code that indicates whether the applicant is a veteran, and if so, the most current veteran standing. Valid values are located on the Veteran Status (VETS) window. The default is UN.

PREF CREDIT USED DATE - Optional. Enter the date (mm/dd/yy) on which the applicant used veteran's credits.

SERVICE BRANCH - Conditional. Required if “Veteran Status” indicates the applicant is a veteran, otherwise, optional. Enter the code that indicates in which branch of the Armed Forces the applicant served. Valid values are located on the Military Branch (MILB) window.



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Applicant Attribute Maintenance

Name: Applicant ID:

Personal Information:

Social Security #:

Gender: ☐ Male ☒ Female

Citizenship Status: ☒ Natural Citizen ☐ Naturalized Citizen ☐ Alien

Conviction: ☐ Yes ☒ No ☐ Not Applicable

Disability:

Ethnicity:

Education at Application:

☒ Verify Degree Degree: Graduation Year:

Educational Major: School:

Veteran Information:

Veteran Status: Pref Credit Used Date: Service Branch:

Reserve Branch: Retro Seniority Date: Highest Rank:

Discharge Type: Discharge Date:

User Fields:

1. 2. 3. 4. 5.

Navigator

END OF SCAN Messages Tran ID: 1:05 PM 05/31/00



NOTES



APPLICANT ATTRIBUTE MAINTENANCE (AATT)

Step 5 Continue to populate the Veteran Information panel of the AATT.

RESERVE BRANCH - Conditional. Required if “Veteran Status” indicates the applicant is a veteran and the applicant is in the reserves, otherwise, optional. Enter the code that indicates whether the applicant is in the reserves, and what branch of reserves the applicant serves. Valid values are located on the Military Branch (MILB) window.

RETRO SENIORITY DATE - Optional. Enter the retroactive seniority date (*mm/dd/yy*).

HIGHEST RANK - Conditional. Required if “Veteran Status” indicates the applicant is a veteran, otherwise optional. Enter the code that indicates the highest military rank held by the applicant while in active service in the Armed Forces. Valid values are located on the Military Rank (RANK) window.

DISCHARGE TYPE - Conditional. Required if “Veteran Status” indicates the applicant is a veteran, otherwise, optional. Enter the code that indicates the type of discharge the applicant received from the Armed Services. Valid values are located on the Discharge Type (DSCG) window.

DISCHARGE DATE - Conditional. Required if “Veteran Status” indicates the applicant is a veteran, otherwise, optional. Enter the date (*mm/dd/yy*) the applicant was discharged.

User Fields

USER FIELDS - Optional. These fields are for agency-specific use.



APPROVING AN APPLICANT ATTRIBUTE MAINTENANCE (AATT)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Applicant Attribute Maintenance

Name: NASH, DEANNE Applicant ID: R03 - 04 - 10001

Personal Information

Social Security #: - - - - -

Gender: ☐ Male ☒ Female

Citizenship Status: ☒ Natural Citizen ☐ Naturalized Citizen ☐ Alien

Conviction: ☐ Yes ☐ No ☒ Not Applicable

Disability: Ethnicity: W

Education at Application

☒ Verify Degree Degree: B Graduation Year: 1999

Educational Major: CT School: KS

Veteran Information

Veteran Status: UN Pref Credit Used Date: / / Service Branch:

Reserve Branch: Retro Seniority Date: / / Highest Rank:

Discharge Type: Discharge Date: / /

User Fields

1. 2. 3. 4. 5.

Navigator

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NOTES



APPROVING AN APPLICANT ATTRIBUTE MAINTENANCE (AATT)

You have completed entering the field information for the AATT. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AATT requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AATT.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT REFERENCES (AREF)

Applicant References					
Name	DREW, CHARLES		Applicant ID	R03 - 03 - 10001	
Reference Information					
Prefix			First	Middle	Last
	KERI				RUSSELL
Employer	DAVIS CONSTRUCTION		Title		
Address			Letter Sent	/ /	
			Response Received	/ /	
			Rating		
City		State			
Zip	-	Country			
Phone	() -	Ext			
Comments					



NOTES



APPLICANT REFERENCES (AREF)

The Applicant References (AREF) transaction maintains data on references for each applicant. References are identified by their first and last names, and such information as their title, employer, address, city/state/country, zip code, and phone numbers. In addition, the date that the reference check letter was sent, the date a response was received, and two lines of comments can be maintained. Completion of this window is defined by agency policy - it is not required by the SAM II HR/Payroll System.

Step 1 To open the AREF from the SAM II Desktop Navigator window, use the Go To icon. Type AREF in the Code field. Click the OPEN button.

Step 2 Populate the following fields to access the applicant.

NAME – Inferred. Displays the applicant's full name

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

Select **Display: Browse Data**.

Reference Information

Step 3 Continue to populate the fields on the AREF.

PREFIX - Optional. Enter the prefix that reflects the personal status of the reference. Valid values are located on the Name Prefix (PREX) window.

FIRST - Required. Enter the first name of the reference whose information is being added, changed or expired. Type **KERI**

MIDDLE - Optional. Enter the middle name or initial of the reference whose information is being added, changed or expired.

LAST - Required. Enter the last name of the reference whose information is being added, changed or expired. Type **RUSSELL**

SUFFIX - Optional. Enter the name suffix of the reference (e.g., Jr., Sr., etc.). Valid values are located on the Name Suffix (SUFEX) window.

EMPLOYER - Optional. Enter the name of the reference's employer. Type **DAVIS CONSTRUCTION**